



RECREATION LEADER SERIES I, II, III

(Temporary)

FLSA Status: Non-exempt

Adopted: May 2004

Revised: September 2006

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

The Recreation Leader Series I, II, III are under general supervision of the Recreation Coordinator. Incumbents are assigned to organize, lead and coordinate a wide variety of indoor and outdoor recreation activities at parks, playgrounds and community centers including after-school programs, teen center, day camps, sports leagues, play groups, special events, and senior events. Incumbents may be considered subject area specialists or program generalists and will guide recreation activities of children, teens and adults.

DISTINGUISHING CHARACTERISTICS

Recreation Leader I: Incumbents have little or no experience working in a recreation setting.

Recreation Leader II: Incumbent at this level has attained a high school equivalency education and experience in a recreation setting.

Recreation Leader III: Incumbent at this level has attained advanced education and experience in a recreation setting.

This classification is temporary part-time and incumbents are scheduled as needed. Incumbents are not guaranteed a certain number of work hours, nor a routine schedule, and may be terminated with or without cause at any time.

TYPICAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Assist in organizing and supervising recreational programs in any one or more of the following areas: children, adults, senior citizens and participants with special at playgrounds, community centers, and other recreational areas
- Assist in the implementation of and providing leadership to a specific recreational program with guidance of the Recreation Coordinator
- Plan, coordinate and implements recreational activities in specific program areas
- Assist in maintaining discipline and encourages observance of required safety precautions
- Assist in preparing schedule of approved activities
- Plan and implement special events and instructional classes
- Assist in working with special community groups
- Act as liaison between participants and instructors/staff
- Assist supervisor in securing materials, supplies and equipment
- May transport participants

- Prepare publicity releases
- Prepare reports and correspondence including attendance
- May provide information to other departments and the public relating to program activities
- May provide light janitorial and light maintenance services
- Maintains records of participation, supplies and equipment
- Report injuries and accidents
- Respond appropriately to emergencies including the application of basic first aid
- Enforce Town of Colma departmental policies
- Supervise volunteers and court referral workers
- Perform routine clerical tasks
- Participate as part of the recreation team
- Perform other related duties as assigned

QUALIFICATIONS

Knowledge of:

- Recreation philosophy, planning and administration
- Operations and techniques used in comprehensive community recreational programming for various target age groups
- First Aid practices
- Modern office technology

Ability to:

- Represent the Town in a positive manner
- Exercise excellent customer service skills including patience and professionalism at all times
- Learn and interpret specific rules and policies and apply them with good judgment
- Understand and work effectively with the public
- Direct, teach and communicate effectively with children
- Supervise large groups
- Understand and follow oral and written directions
- Maintain harmonious working relationships with other employees, participants and the public
- Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise and tact
- Work a flexible schedule including evenings and weekends
- Work independently
- Solve most work problems independently, referring unusual situations and questions to supervisor especially those matters regarding policy decisions
- Perform light janitorial and maintenance duties

Education and Experience

The combination of experience, training and education that would likely provide the required knowledge and abilities is shown below. Incumbents may be appointed at the entry or higher level, (depending on qualifications and Town staffing needs) and advance to a higher level after gaining the experience and knowledge necessary to perform the required tasks. Requirements for each Recreation Leader level are:

Education:

Recreation Leader I: Incumbent is enrolled in high school or has not received a High School Diploma, GED, or high school equivalency.

Recreation Leader II: Incumbent at this level is a high school graduate, has a GED, or high school equivalency.

Recreation Leader III: Incumbent at this level has 30 semester units from college with specialization in recreation, education, physical education, or related field.

Experience:

Recreation Leader I: This employee has little or no experience working in a recreation setting.

Recreation Leader II: Incumbent at this level has one year experience in a part-time paid recreation position (minimum 1,000 hours), or has two years (minimum 500 hours per year) experience as a volunteer with groups similar to those found in a recreational setting or one year as a Recreation Leader I with the Town of Colma.

Recreation Leader III: Incumbent has two years experience in a part-time paid recreation position (minimum 1,000 hours per year) or has one year as a Recreation Leader II with the Town of Colma.

License and Certificate

CPR/First Aid certificates required or achievable within 60 days of hire.

Possession of a valid California Driver License is required for Recreation Leader II, III.

SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Oversee, manage and participate in strenuous physical activities, such as leading tours, demonstrating proper exercise techniques, and managing children in playground activities
- Lead, teach, demonstrate and officiate activities such as games, special events, trips, tours, arts and crafts activities, dances, and hikes for a variety of age groups
- Set up, move, and take down recreational and facility equipment – Lift 50 pounds
- Speak, read and understand the English language sufficiently to successfully receive/provide information to/from the public, co-workers, supervisors, etc.
- Perform duties on a regular and consistent basis
- Operate basic office equipment (i.e., telephone, copier, calculator, etc.)
- Perform all duties listed on the job description except those determined to be incidental